

LIBRARIAN II

NATURE OF WORK

This is professional library work requiring technical skill and knowledge in the field of library science.

Work involves responsibility for the application of professional library principles and procedures to specialized library operations. Work may include one or more of the following: supervising interlibrary loan or periodicals services; supervising and training personnel; assisting customers with research; evaluating and selecting materials. Work is reviewed by a professional or an administrative supervisor through conferences, reports and appraisal of overall effectiveness of service provided. Supervises paraprofessional and/or unclassified personnel.

EXAMPLES OF WORK PERFORMED

Manages operation of periodicals or interlibrary loan services; supervises staff in providing specialized services; instructs and trains staff; evaluates performance; interviews and selects job applicants

Maintains contact with outside agencies such as the Nebraska Library Commission, other lending libraries, and periodical or equipment vendors.

Researches and interprets national and state interlibrary loan policies and trends; assures that local operations follow established protocols and codes.

Evaluates and selects periodical titles; manages periodicals budget for print subscriptions and microforms.

Provides library education for customers such as bibliographic instruction, tours, and preparation of bibliographies; interprets elements in bibliographic records to library customers and staff.

Evaluates and interprets customers' questions and decides on appropriate library resources for response; trains staff and customers in the use of library reference tools such as indexes, almanacs, atlases, directories, bibliographies, encyclopedias, public access catalog, etc.

Evaluates the condition of library materials to determine whether they should be retained or discarded.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of interlibrary loan policies and procedures.

Knowledge of the role of the library as an educational and information agency.

Knowledge of research materials and information sources.

Knowledge of the current practices and issues of librarianship such as censorship, right to privacy and freedom of information.

Knowledge of the theories of creating, collecting, organizing, accessing and preserving information for use.

Knowledge of principles of administration and organization of libraries.

Knowledge of current trends in reference technology including the use of microcomputers and their applications.

Knowledge of periodical publishing and serials management.

Knowledge of the history and philosophy of public libraries.

Ability to plan, organize, supervise, assign and evaluate the work of supervised employees.

Ability to establish and maintain effective working relationships with other employees and to deal with the general public in a tactful and courteous manner.

Ability to do original cataloging and classification.

Ability to identify and interpret elements in bibliographic records.

Ability to identify problems or trends that may arise in the library and make recommendations for their solutions.

Ability to communicate effectively both orally and in writing.

Ability to assist customers in locating and interpreting desired information.

Ability to interpret rules, regulations and policies, and to make decisions in accordance with established precedent.

Ability to perform basic climbing, reaching and lifting in order to lift, move and retrieve materials.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university supplemented by a Master's Degree in an ALA-accredited library science program and experience working in a professional library position, experience in a supervisory or training capacity, and experience working with microcomputers.

Eligible for Nebraska Public Librarian Certification — Level V.

MINIMUM QUALIFICATIONS

Graduation from a four-year college or university supplemented by a Master's Degree in an ALA-accredited library science program and experience working in a library setting, plus some supervisory experience; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved By: _____
Department Head

Personnel Director

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